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Downtown Columbus Special Event Policy and Application

For this policy, Downtown Columbus shall be defined as the area bounded by 2nd Street & 7th Street and Brown Street & Franklin Street.



The City of Columbus, Indiana enjoys a vibrant downtown which features a variety of municipal resources lending themselves to use for special events. Special events require careful coordination between the Applicant/Event Organizer and City resources. If you are planning a special event in Downtown Columbus, it is essential that you thoroughly review this policy well ahead of the proposed event date. We look forward to working with you and ask that you follow these rules to ensure that your event goes smoothly and that Downtown Columbus is protected.

General

Events and programming should enhance commercial and residential vibrancy created by the area's thriving permanent businesses, apartments and condominiums. Events must be family-friendly and conducted in a manner that maintains public safety and access for customers, residents and businesses. The City may allow temporary street closures for such activities when those closures will not negatively impact public safety and access.

The City has created a street festival area along 4th Street, from Jackson Street to Washington Street and from Washington Street to Franklin Street. The City expects those sections to be the primary focus of activities and events in Downtown Columbus, therefore 4th Street shall be the default closure for street events.

Washington Street is to be considered only when the event has previously been held there, however that is not a guarantee of approval. As the events on Washington Street cease, no new Washington Street closures will be added, unless an exception is made by the Board of Public Works and Safety (BOW) with a recommendation by the City Engineer. Final approval by BOW is required

It is the intent of the city to facilitate the public's right of assembly and the public's right of free speech, while providing boundaries as to time, place and manner as allowed by law and necessary to protect public safety and access.

Purpose

It is the purpose of this policy to define parameters under which requests for temporary street closures for community events shall be reviewed. Except as otherwise provided by law, it shall be unlawful to close any public street, alley, or block traffic unless a Special Event Application/Request for Special Use of Right of Way has been approved by the City of Columbus Board of Public Works and Safety (BOW) in accordance with this policy.

Requests **will not be accepted** for the following:

1. Private or family only events;
2. Events not open to the general public (ticketed or not);
3. Events that promote illegal activities and violence;
4. Events that do not support/follow/align with this Special Event Policy;
5. Events that do not meet the parameters listed in this policy.

NOTE: The Commons is located in the Downtown Columbus area. This indoor rental venue is utilized for private weddings, receptions, conferences, and many other events. Previously scheduled Commons events will take precedence over conflicting proposed special events.

A. Application

- a. The Applicant/Event Organizer shall submit a complete Special Event Application to the City Engineering Office:
 1. At least 45 days (minimum) prior to the date of the proposed Special Event.
 2. No more than 12 months (maximum) prior to the date of the proposed Special Event.
- b. The Special Event Application is valid only for the day(s) specified. If this is an annual event, a new Special Event Application is required each year.
- c. The information required for a complete the Special Event Application can be found on pages 9-13.
- d. A security deposit of \$500 is required for a Downtown Columbus Special Event.

B. Food and Drink

The restaurants, bars, venues and attractions located in the defined Downtown Columbus area are the preferred food and beverage providers for Downtown Columbus events.

Events serving food or beverages must place a protective material around and under all equipment/serving areas to prevent spills, staining and/or contamination. Portable grills and cooking stoves are allowed only in predetermined areas. Grease and coals must be emptied into secure containers and removed from the venue each day. If either is found after an event, the entire security deposit will be retained.

C. Email Notification Policy

After Engineering receives the submitted Special Event Application, an email notification list will be generated. The list, along with detailed instructions, will be emailed to the Applicant/Event Organizer.

The Applicant/Event Organizer is required to send a group email with event details to those listed. Engineering must be copied. Comments received by the Applicant/Event Organizer must be forwarded to Engineering.

Notifications must be completed prior to BOW review of the request.

D. Existing Business and Resident Access

- a. Access to existing businesses and residences must be maintained.
- b. Provided the appropriate permit is on file, existing businesses must be allowed to continue to operate their outdoor dining areas and outdoor merchandise displays during special events.
- c. Pedestrian access to all businesses may not be obstructed without their written consent.
- d. No generators, signs, or other equipment shall block the accessibility nor impede the livelihood of any restaurant or retail business, which is normally open for business during the time of the closure, including setup and tear down time.

E. Accessibility

- a. A minimum 10-foot unobstructed path must be designated on the site plan and maintained on all streets for emergency vehicles access.
- b. A minimum 5-foot unobstructed path must be designated on the site plan and maintained on all streets for persons with disabilities.

F. Health and Safety

- a. The Applicant/Event Organizer shall conduct all activities in such a manner that the health and safety of the public are not negatively impacted.
- b. Public outdoor event content and language must be suitable for all ages.

G. Decorations

- a. No paint or permanent markings shall be used on asphalt, concrete or bricks.
- b. Markings on the streets or People Trails are ONLY allowed with chalk or washable material.
- c. Nails, glue, staples, thumb tacks, tape of any sort, etc. shall not be placed on City property, private property, art displays, trees, signal boxes or light poles at the venue site.

H. Tents and Stages

No stakes or penetrations may be made through the asphalt, concrete, bricks or tree grates.

I. Electricity

The power outlets are varied between 120 volt and 220 volt. The outlets are labeled on the map provided and inside each stainless steel electrical box. Arrangements to access the electrical boxes must be made prior to the event by contacting The Commons Manager at 812.376.2681

J. Indiana Department of Transportation (INDOT)

No Special Event Application shall be approved for state-controlled highways without prior approval from the Indiana Department of Transportation (INDOT). It is the Applicant/Event Organizer's responsibility to contact INDOT.

1.877.305.7611 or <http://www.in.gov/indot>

K. Alcohol

The Applicant/Event Organizer must comply with all applicable Indiana Alcoholic Beverage Laws.

L. Traffic Control

The Applicant/Event Organizer is financially responsible for any and all traffic cones, street barricades, or other traffic control devices utilized for the purpose of securing the event area, whether distributed to the closure site by City Traffic Staff or picked up from the City Traffic Department by the Applicant/Event organizer or designee.

M. Right to Revoke

The City of Columbus maintains the right to revoke the street closure permit for any violation of the event provisions or in an emergency constituting an imminent threat to life or property. Whenever the event is conducted in a manner substantially different from that indicated in the application, the event shall be deemed to be automatically revoked with cancelation of approval of the street closure.

N. Certificate of Insurance – Indemnity Agreement

- a. The Applicant/Event Organizer must file with the City a liability insurance policy, or evidence thereof, in the amount of two million dollars (\$2,000,000) per occurrence and five million dollars (\$5,000,000) aggregate for an event where alcohol is served or where there is "rolling stock" (bicycle race, etc.) For an event where no alcohol is served or there is no "rolling stock", the applicant must file with the City a liability insurance policy, or evidence thereof, in the amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000.00) aggregate. The applicant agrees to provide a "certificate of insurance" showing the insurance required, name the City of Columbus as an additional insured and hold the City, its officials, employees, board members harmless.

- b. All persons or groups to whom a Special Event Application has been approved must agree to hold harmless and indemnify the City of Columbus from any and all liability for injury to persons or property occurring as a result of event activity, and agree to be liable to the City for any and all damage to any facility, building, and equipment owned or controlled by the City which results from or is associated with activity whether caused by Applicant/Event Organizer or any participant in said activity. The Organization and/or Applicant/Event organizer shall maintain liability insurance for the protection of the City of Columbus indemnifying and holding harmless the City from any and all liability that may arise out of the issuance and use of the Special Event Application and also costs of litigation arising out of the issuance and use of said application.
- c. Vendors who provide alcohol and/or amusements for an event shall provide insurance and shall list the City of Columbus as joint insured.

O. Other Conditions

Approval of the Special Event Application may be subject to other conditions that may be specified by the BOW.

P. Fee Explanation

- a. Fees may be waived for City Events, City Sponsored Events and closures for Public Safety.
- b. Fees will be deposited into the City of Columbus Streetscape Fund and designated for Downtown Maintenance.

Q. Street or Alley Closure Fees:

Any street or alley – per block	\$50
Parade Fee	\$100

R. Electric Fee:

Electrical use per day	\$20
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S. Traffic Department Assistance Fees:**

Level One - Traffic Cones and Barricades delivered to event location(s). The Applicant/Event Organizer is responsible for placement.	\$25
Level Two – Traffic Cones and Barricades are delivered and set up by (2) Department of Public Works (DPW) employees.	\$50
Level Three- Traffic Cones and Barricades are delivered and set up by (4) Department of Public Works (DPW) employees.	\$100

**Traffic Department Assistance Fees are determined by the Traffic Department Supervisor and these fees are not cumulative.

T. Replacement Fees for Traffic Cones and Barricades*:**

Small Traffic Cones	\$9.00
Large Traffic Cones	\$16.00
Barricades	\$67.00

***Replacement Fees are cumulative

u. Following the Board of Public Works & Safety (BOW) review of the Special Event Application:

- a. Engineering will notify the Applicant/Event Organizer of the BOW decision.
- b. If the Special Event Application is approved, the fee amount will be calculated based on the information in the Special Event Policy & Application packet.
(Fee = Section Q + Section R + Section S)
- c. As a courtesy, a HOLD for the event date will be placed on the Engineering Event Calendar and will be good for 15 business days.
- d. The Applicant/Event Organizer has 15 business days to complete the following:
 1. Submit the required fee to the City Clerk Treasurer's Office.
 2. Submit the required \$500 Security Deposit to the City Clerk Treasurer's Office.

3. Submit the following 5 (five) REQUIRED documents to Engineering.

1. Paid receipt for the Street/Alley Closure fee.
2. Paid receipt for the \$500 security deposit.
3. Certificate of Insurance for the required amount.
4. Signed Storm Water Management Event Spill Plan
5. Complete Safety & Security Plan

Both offices are located at City Hall, 123 Washington Street, Columbus, IN 47201

- e. These required items must be received within 15 business days to finalize the date. After 15 business days, courtesy holds will be released without further notice.
- f. Within a week of the date being finalized, the Applicant/Event Organizer should contact the City Traffic Department at 812.376.2518 to coordinate the placement, timing and removal of cones and barricades and to obtain the “No Parking” sign template.

It is the responsibility of the Applicant/Event Organizer to safely and effectively restrict the City right of way that was requested and approved for the event. Personalized “No Parking” signs, traffic cones and barricades suitable for traffic control are required for all Special Event right of way closures.

AFTER THE EVENT

- a. Promptly following the conclusion of the event, the Applicant/Event Manager shall, at no cost to the City, immediately clean up, remove and dispose of all litter or material of any kind, including any spilled liquid wastes from food preparation, which is placed or left on the street because of the event. The street is to be free of trash, debris and rubbish.
- b. All banners, signs, and other event materials shall be removed from the site.
- c. If the Applicant/Event Organizer neglects or fails to complete the clean up within the (3) three-hour period immediately following the end of the event, or if the cleanup is done in an inadequate manner, the Department of Public Works is authorized to enlist cleanup and charge the Applicant/Event Organizer for said cost.

- d. Fees for clean-up and/or the replacement of traffic cones and barricades are not to exceed the \$500 security deposit.
- e. If the Applicant/Event Organizer fails to clean up after one event, the security deposit shall be doubled for each subsequent Special Event Application which lists the same Event/Applicant/Event Organizer.

Required Information for Special Event Application (pages 9-13)

Name

Address

Contact Number

Email Address

Organization

1. Location

What is the reason for requesting Downtown for this proposed event?

2. Attendance

How many people are expected to attend? Estimate if no prior history?

How many people attended last year? Previous years?

3. Advertisement

How will the event be advertised?

4. Social Media

Does the event have a social media presence?

Facebook

Website

Other

5. Details

Provide these details of the proposed event.

- a. Event start and end times;
- b. Event set up and tear down times;
- c. Times the 4th Street gates are to be closed and opened;
Note: 4th Street gates are to be operated by authorized personnel ONLY.
- d. Number of Vendors expected to participate in the event.

- e. Will alcohol be served?
- f. Will food be served?
- g. Is it a free event or is there an admission charge?

6. Detailed Site Plan

The Applicant/Event Organizer shall provide a detailed site plan to Engineering. Base Maps are provided in this packet.

- a. Show the placement of vendors, booths, musicians, stages, vehicles and equipment.
- b. Show the 5-foot unobstructed path for use by persons with disabilities.
- c. Show the 10-foot unobstructed path for use by emergency vehicles.
- d. Show the port-o-let locations, if applicable.
- e. Show traffic flow for set-up and tear-down times.
- f. Submit the detailed site plan to engineering@columbus.in.gov

7. Responsibility

The Applicant/Event Organizer shall be responsible for each of the following items “a through h” below:

a. Restroom Facilities:

The Applicant/Event Organizer is responsible for providing adequate restroom and hand washing facilities as required by the Bartholomew County Health Department. Failure to do so may result in the loss of the security deposit.

- a.i.1 Planned use of The Commons restrooms or restrooms belonging to private businesses is not an acceptable plan and does not provide an adequate number of facilities.
- a.i.2 A minimum of 1 port-o-let per 500 attendees should be provided.
- a.i.3 Port-o-lets must be placed in designated areas as shown on the Detailed Site Plan and approved by the City Engineering Office.
- a.i.4 Port-o-lets should be delivered at the latest date and time possible prior to the event, and removed within 24 hours of the close of the event.
- a.i.5 Self-Contained hand washing facilities are required if food is served. Hand washing facilities should be delivered at the latest date and time possible

prior to the event, and removed within 24 hours of the close of the event.

b. Trash Receptacles:

The Applicant/Event Organizer is responsible for providing adequate trash and recycling receptacles for the event.

b.i.1 The use of the existing City trash receptacles is not an acceptable plan. Existing City trash receptacles must be covered up with a trash bag to prevent use.

b.i.2 Please contact the Department of Public Works at 812.376.2508 to formulate a suitable plan. Failure to do so may result in the loss of the security deposit.

c. No Parking Signs

The Applicant/Event Organizer is responsible for providing personalized “No Parking” signs.

The Applicant/Event Organizer is responsible for installing an adequate number of personalized “No Parking” signs.

c.i.1 Event logo or name shall be included on signs.

c.i.2 The date and time of the restriction should be clearly visible on the signs.

c.i.3 The personalized “No Parking” signs must be posted AT LEAST 24 hours in advance of the closures.

c.i.4 The Applicant/Event Organizer shall remove all “No Parking” signs at the conclusion of the event.

d. Additional Permitting

All applicable permits are the responsibility of the Applicant/Event Organizer. Permits include, but are not limited to:

d.i.1 Bartholomew County Health Department Event Organizer’s Permit

d.i.2 Indiana State Excise Police Request to Cater

d.i.3 Indiana Homeland Security Entertainment Permit and/or Tent Permit Certification

e. Contact the City of Columbus Fire Department

The Applicant/Event Organizer must contact CFD to discuss the proposed event and applicable fire code regulations.

e.i.1 Contact Robin McCue at rmccue@columbus.in.gov

e.i.2 Contact Julie Dayton at jdayton@columbus.in.gov

e.i.3 Or call CFD Administration at 812.376.2679

f. Contact the City of Columbus Police Department

The Applicant/Event Organizer must contact CPD to discuss the proposed event.

f.i.1 Email Lt. D. Matt Harris dharris@columbus.in.gov or call 812.376.2605.

f.i.2 Lt. Harris or his designee shall determine whether a police detail shall be required and what fees are required for such detail.

f.i.3 If alcohol is going to be served, a copy of the excise permit must be provided to CPD.

g. Storm Water Management Event Spill Plan

g.i.1 The Environmental Protection Agency's (EPA) Clean Water Act of 1972 introduced the National Pollutant Discharge Elimination System (NPDES) which addressed sources of pollution including Municipal Separate Storm Sewer Systems (MS4). Phase II NPDES regulations issued in 1999 regulated Columbus and urbanized areas in Bartholomew County. The Clean Water Act NPDES is an unfunded mandate. The NPDES permit contains elements called minimum control measures (MCM) that, when implemented, should result in a significant reduction in the discharge of pollutants. One of those MCMs is illicit discharge detection and elimination.

g.i.2 Please sign the attached Spill Plan for the proposed event.

g.i.3 After BOW approval, submit the signed Event Spill Plan to in Engineering.

g.i.4 A spill kit is available from The Commons on-call maintenance staff. Please call 812.343.9101 if you need the spill kit during your event.

h. Safety and Security Plan

Please complete the attached Safety and Security Plan for the proposed event.

h.i.1 Submit a copy of the Safety and Security Plan to Engineering.

h.i.2 The Applicant/Event Organizer shall keep a copy on-site during the event.

Acceptance by Columbus Board of Public Works and Safety:

Date_____

James D. Lienhoop, Mayor

Brenda Sullivan, Member

Mary K. Ferdon, Member

James D. Strietelmeier, Member

John C. Pickett, Member